

**Subject:** Re: Financial Management Analyst GS-501-13 San Francisco, CA  
**From:** Katariina Tuovinen - BR <katariina.tuovinen@gsa.gov>  
**Date:** 9/11/2015 1:20 PM  
**To:** Valerie Brown - CSSCA <valerie.brown@gsa.gov>

Hi Valerie,

I have been trying to get into Moster/EARS for a couple weeks now. I have been working with IT all morning.

I am not able to access the cert.

Thanks,  
Katariina

Katariina Tuovinen  
Regional Financial Management Director  
Pacific Rim Region (R9)  
Regional Financial Services (BR)  
U.S. General Services Administration  
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On Thu, Sep 10, 2015 at 10:29 PM, Valerie Brown - CSSCA <[valerie.brown@gsa.gov](mailto:valerie.brown@gsa.gov)> wrote:

Good Morning Katariina,

I have issued the referral for this position. You can view the applications and the referrals on-line. Please use the website listed below to access the applications. This referral expires on **September 25, 2015**. If you want to consider candidates after that, please notify me at least a week before the expiration date so I can extend it.

**PLEASE NOTE:** OPM has established a measurement of our timeliness that is being measured throughout the federal government. They recommend that job offers be made within 45 work days of the closing date of the announcement. I recommend that you try to make your selection by **September 25, 2015**, to ensure that there will be time for the selection to go through channels and that HR will have time to extend the offer. Please contact me if you need any assistance.

To get into the system you have to access the web link below (using Internet Explorer) then use the personal login provided to you by the Monster Team. The "Selecto" username for selecting officials is no longer in use and will not work. You should have received an email from our Monster Team giving you your own personal username and password. Look for an email from [professionalservices@monster.com](mailto:professionalservices@monster.com). If you cannot find it, let me know.

**Web Site:**

<https://hr.mgsapps.monster.com/gsa-home/login.hms>

When you have accessed the screen, choose "Certificate Review" then proceed with the login and password for the announcement(s) listed below.

**Merit Promotion Referral**

Log in: 1509313VBMP

Password for Referral: 313Vb

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